

2009 Verification of Educational Structure Instructions

Please complete this data submission by September 8, 2008. **All district and school data requires an approval even if there are no changes.** Please review and update <u>all</u> contact information (address, phone and fax numbers, and **email addresses**.)

The memo in this packet includes your login and password.

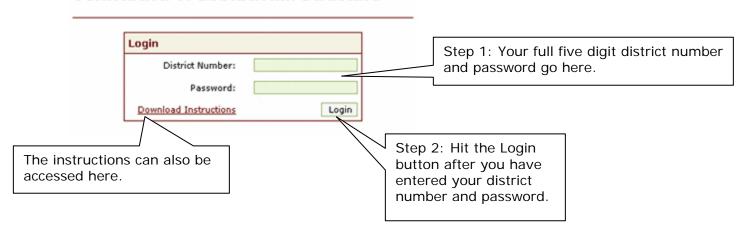
You will find the website at:

http://doe.sd.gov/ofm/applications/gradespan/index.asp

Once at the website, you will log into the program.

- 1. Enter your full five digit district number and password.
- 2. Click on the "Login" button to enter the program.

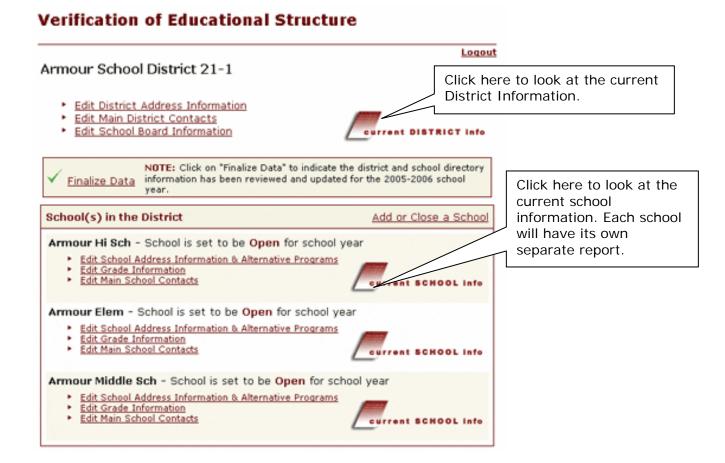
Verification of Educational Structure



Main Page of the Verification of Educational Structure

Once you get logged in you will be at your district's main page. This is where you will start to enter data. This screen lists district, school and school board information.

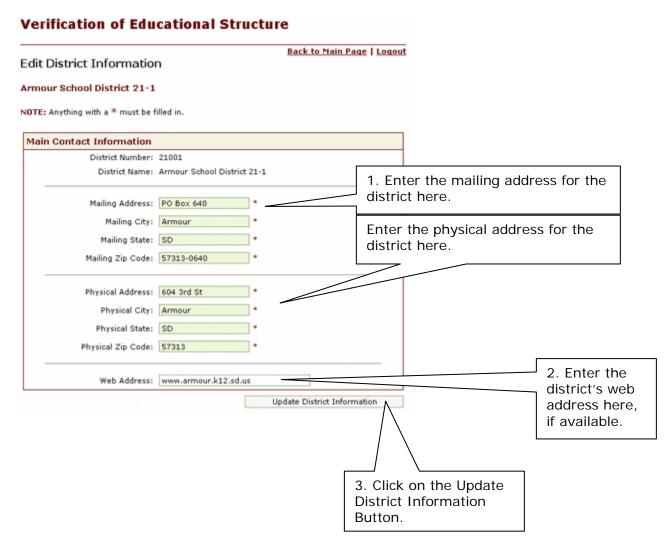
Note: To check current District Information or School Information click on the reports on the right hand side of the page.



Editing District Address Information

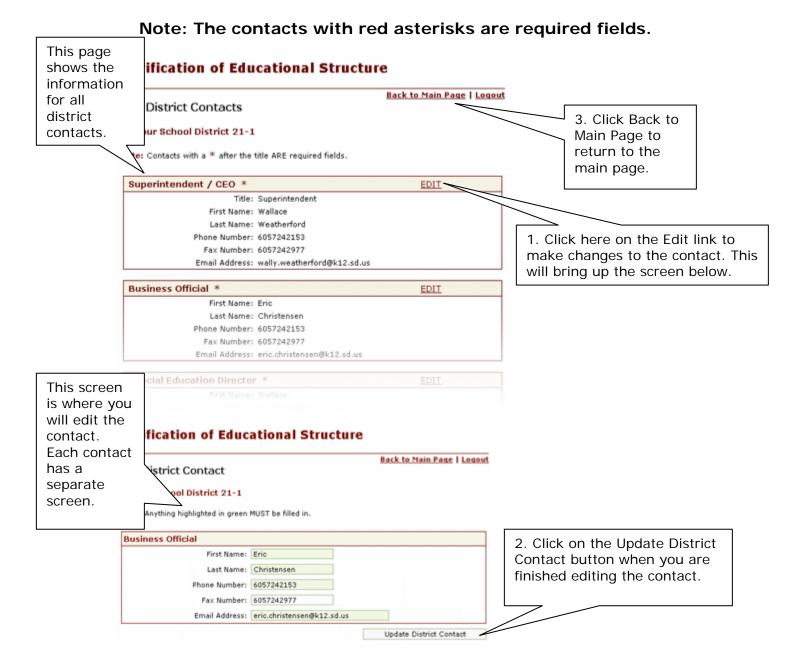
- From the main page click on the **Edit District Address Information** link.
- 1. Update the mailing address and physical address for the district.
- 2. Enter the district's web address, if available.
- 3. Click on the **Update District Information Button**. You must click on this button in order for the information to update.
- 4. When you click **Update District Information**, you will go to a new screen. Click **Update additional information**. This will take you back to the main page.

Note: Fields marked with a red asterisk are required fields.



Editing District Contacts Information

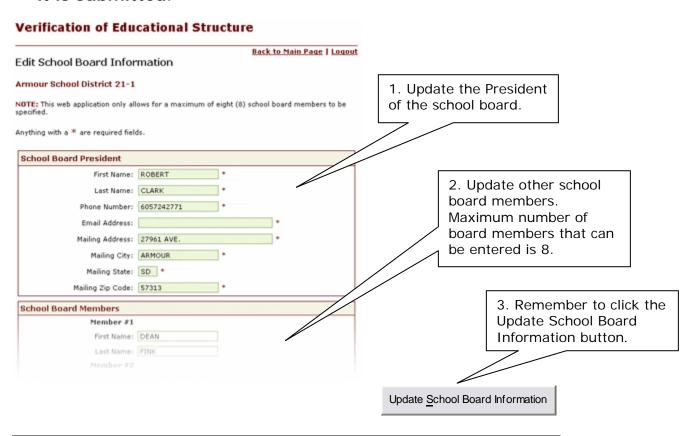
- From the main page click on **Edit Main District Contacts**. (This page displays the information for the Superintendent, Business Official, Special Education Director, etc.) Update each contact by following the steps below.
- 1. To update the contacts, click on **EDIT** by the contact name you would like to update. This will bring up the edit screen for the contact. (Each contact has its own edit link.)
- 2. When done editing the contact, click on the **Update District Contact** button. You must click on this button in order for the information to update.
- 3. Click the <u>Back to Main Page</u> link in the top right hand corner of the screen. This will take you back to the main page.



Editing School Board Information

- From the main page click on Edit School Board Information.
 (This is where you will enter the school board president and other board members. You are allowed to include information for up to 8 school board members.)
- 1. Update School Board President's name, phone number, email address and mailing address.
- 2. Update other school board members.
- 3. Click the **Update School Board Information** button. You must click on this button in order for the information to update.
- 4. When you click **Update School Board Information**, you will go to a new screen. Click **Update additional information**. This will take you back to the main page.

Note: Fields with an asterisk are required. The School Board President's email will not be required, but it will be helpful if it is submitted.



Contact: Jennifer Rattling Leaf at 773-4703

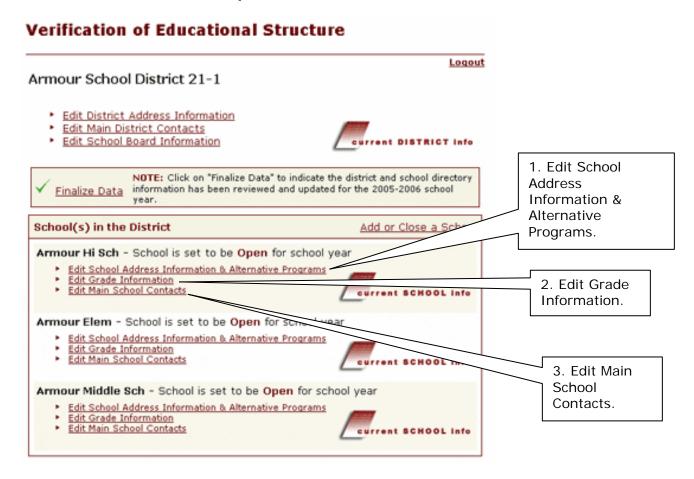
Email: jennifer.rattlingleaf@state.sd.us

Editing School Information

From the main page, go to the specific school you want to edit. There are three steps to update each school.

- 1. Edit School Address Information & Alternative Programs
- 2. Edit Grade Information
- Fdit Main School contacts

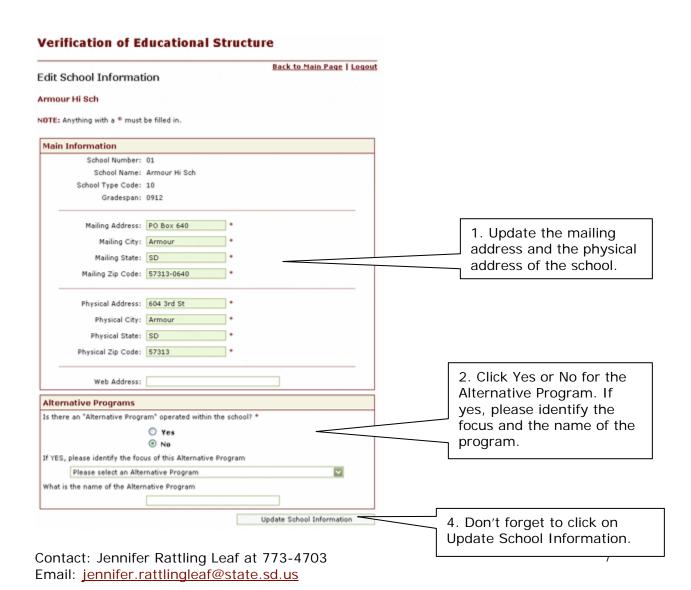
Note: Make sure to update each school in the district.



Note: The following three screenshots are what you will see when you click on Edit School Address Information & Alternative Programs, Edit Grade Information, and Edit Main School Contacts.

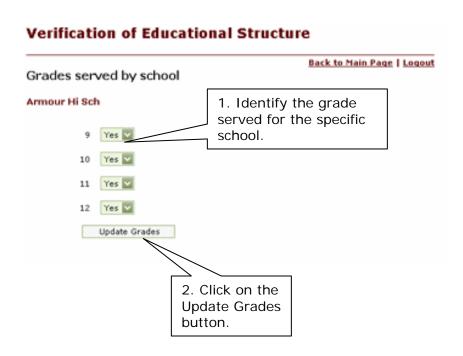
Edit School Information & Alternative Programs

- From the main page, click on Edit School Information & Alternative Programs.
- 1. Update the mailing address and physical address of the school.
- 2. If the school has an alternative program, click the circle by Yes. If not, click the circle by No. If there is an alternative program, please identify the focus of the program and the name of the program.
- 3. Don't forget to click on the **Update School Information** button. You must click on this button in order for the information to update.
- 4. When you click **Update School Information**, you will go to a new screen. Click **Update additional information**. This will take you back to the main page.



Edit Grade Information

- From the main page, click on **Edit Grade Information**.
- 1. By each grade level, identify if the grade will be served by the school by choosing **Yes** or **No**.
- 2. Click on the **Update Grades** button when finished. You must click on this button in order for the information to update.
- 3. When you click **Update Grades**, you will go to a new screen. Click **Update additional information**. This will take you back to the main page.

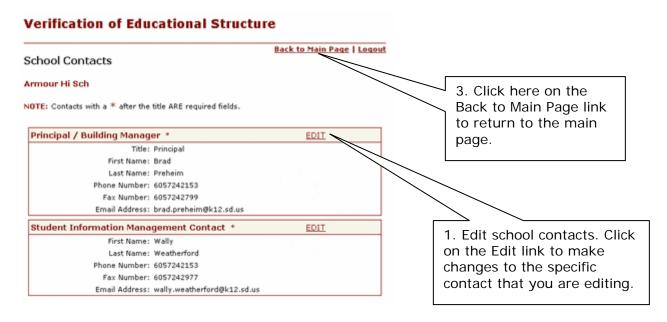


Edit Main School Contacts

- From the main page, click on Edit Main School Contacts.
- 1. To edit a school contact, click on the **EDIT** link by the contact you would like to update. Update the contact information.
- 2. Don't forget to click on the **Update School Contact** button when you are finished with each contact. You must click on this button in order for the information to update.
- 3. Click the **Back to Main Page** link in the top right hand corner of the screen. This will take you back to the main page.

Note: Don't forget to update both contacts.

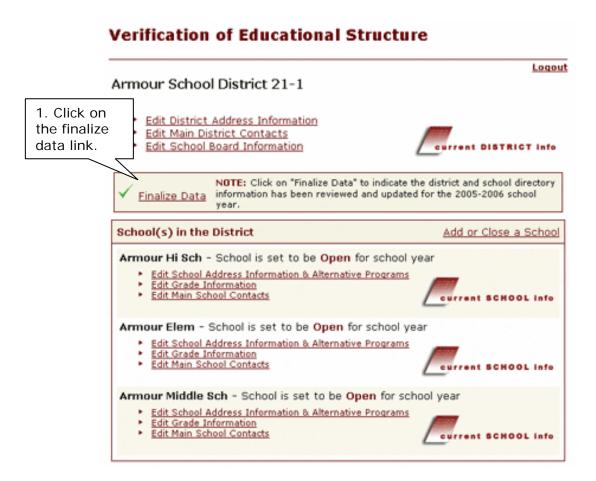
Contacts with red asterisks are required fields.

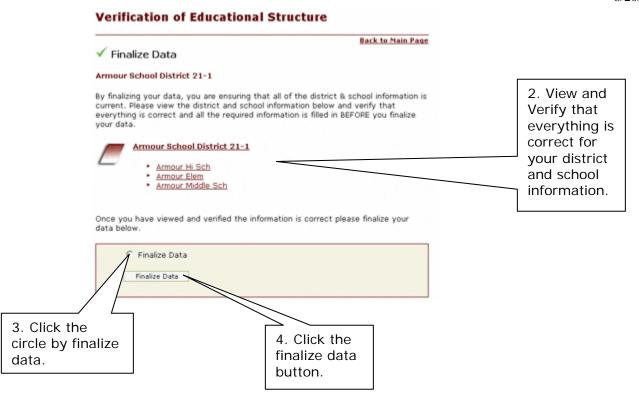


Finalizing Data

* Important Step! * Your district will not be marked complete without concluding this section of the Verification of Educational Structure.

- 1. When you are finished updating the district and school information, click on the **Finalize Data** link.
- 2. View and verify the information you have submitted.
- 3. Click the circle by finalize data.
- 4. Click the **Finalize Data** button.





Congratulations! You have completed the Verification of Educational Structure. You will be able to go back into the program at anytime to make changes before September 8, 2008. After September 8th, you will only be able to log in and view your district and school reports. You will not be allowed to update any information to the website. If you have any questions or need to make updates throughout the school year, please contact Jennifer Rattling Leaf at jennifer.rattlingleaf@state.sd.us or 605-773-4703.

Thank you! Have a great school year!